



# State of California

## Secretary of State

### IMMIGRATION CONSULTANT DISCLOSURE

There is no fee for filing the Immigration Consultant Disclosure form.

IMPORTANT - Read instructions before completing this form.

This Space For Filing Use Only

#### NAME AND CONTACT INFORMATION OF IMMIGRATION CONSULTANT

1. Name of Immigration Consultant

2. Date of Birth (MM/DD/YYYY)

3. Residence Address

4. Business Address

5. Residence Phone Number (including area code)

6. Business Phone Number (including area code)

#### CONVICTIONS (All convictions must be disclosed including convictions dismissed under Penal Code section 1203.4 or 1203.4(a).)

7. Have you ever been convicted of a violation of Section 6126 or of Division 8, Chapter 19.5 of the Business and Professions Code?

☐ YES

☐ NO

8. Have you ever been arrested or convicted of a crime, including a crime dismissed under Penal Code section 1203.4 or 1203.4a?

☐ YES

☐ NO

#### AGENT FOR SERVICE OF PROCESS OF IMMIGRATION CONSULTANT, IF ANY (If the agent is an individual, the agent must reside in California and both Items 9 and 10 must be completed. If the agent is a corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and Item 9 must be completed (leave Item 10 blank).)

9. Name of Agent for Service of Process

10. If an individual, California Address of Agent for Service of Process

#### CORPORATION OR PARTNERSHIP INFORMATION, IF ANY (If the immigration consultant is employed by a corporation or partnership, complete Items 11 through 15. Note: If the agent for service of process named in Item 14 is a corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and Item 15 should not be completed.)

11. Name of Corporation or Partnership

12. Business Phone Number (including area code)

13. Business Address

14. Name of Agent for Service of Process

15. If an individual, California Address of Agent for Service of Process

16. I declare that the information in this disclosure form is true, correct and complete.

Signature

Date

Type or print name

## INSTRUCTIONS FOR COMPLETING THE IMMIGRATION CONSULTANT DISCLOSURE FORM

For easier completion, this form is available on the Secretary of State's website at <http://www.ss.ca.gov/business> and can be viewed, filled in and printed from your computer. The completed form can be mailed to Secretary of State, Special Filings Unit, P.O. Box 942877, Sacramento, CA 94277-0001. If you are not completing this form online, please type or legibly print in black or blue ink. This form should not be altered. This form is filed only in the Sacramento office.

An immigration consultant is required to file an Immigration Consultant Disclosure form with the Secretary of State prior to engaging in the business or acting in the capacity of an immigration consultant. An immigration consultant shall notify the Secretary of State's office in writing within 30 days when the surety bond is renewed, and of any change of name, address, telephone number, or agent for service of process.

Statutory provisions are found in Business and Professions Code section [22443.1](#). There is no fee to file the disclosure form.

Along with the form, it is necessary to submit the following items:

- Copy of valid and current photo identification. Acceptable forms of photo identification are:
  1. An identification card or driver's license issued by the California Department of Motor Vehicles.
  2. A passport issued by the Department of State of the United States.
  3. An identification card issued by a state other than California.
  4. A driver's license issued by a state other than California.
  5. An identification card issued by any branch of the armed forces of the United States.
- 2" x 2" passport photo.

### Complete the Immigration Consultant Disclosure form as follows:

- Items 1-6. Enter the name, birth date (month, day and year), residence and business addresses, and residence and business telephone numbers (including area code) of the immigration consultant.
- Item 7. Check "Yes" or "No" if the immigration consultant has ever been convicted of a violation of Section [6126](#) (relating to the unauthorized practice or attempted practice of law without a license) or of [Division 8, Chapter 19.5](#) of the Business and Professions Code (relating to immigration consultants).
- Item 8. Check "Yes" or "No" if the immigration consultant has ever been arrested or convicted of a crime, including a crime dismissed under Penal Code section [1203.4](#) or [1203.4a](#).
- Item 9. Enter the name of the agent for service of process in California, if any. An agent is an individual who resides in California or a corporation designated to accept any legal documents that may be served upon the immigration consultant. If a corporation is designated as agent, that corporation must have previously filed with the Secretary of State a certificate pursuant to Corporations Code section [1505](#). If an individual is designated as agent, complete Items 9 and 10. If a corporation is designated as agent, complete Item 9 and proceed to Item 11 (do not complete Item 10).
- Item 10. If an individual is designated as agent for service of process, enter a business or residence address in California. Please do not enter "in care of" (c/o) or abbreviate the name of the city. Please do not enter an address if a corporation is designated as agent.
- Items 11-13. If the immigration consultant is employed by a corporation or partnership, enter the name, business address, and business telephone number (including area code) of the corporation or partnership.
- Item 14. If the immigration consultant is employed by a corporation or partnership, enter the name of the agent for service of process in California of the corporation or partnership. An agent is an individual who resides in California or a corporation designated to accept any legal documents that may be served upon the corporation or partnership. If a corporation is designated as agent, that corporation must have previously filed with the Secretary of State, a certificate pursuant to Corporations Code section 1505. If an individual is designated as agent, complete Items 14 and 15. If a corporation is designated as agent, complete Item 14 and proceed to Item 16 (do not complete Item 15).
- Item 15. If an individual is designated as agent for service of process, enter a business or residence address in California. Please do not enter "in care of" (c/o) or abbreviate the name of the city. Please do not enter an address if a corporation is designated as agent.
- Item 16. Type or print the name of the immigration consultant signing the form and enter the date the form was signed.